

Schedule: OTR Management Conference  
6, 7, & 8 November 1974

6 November 1974

1430	Arrive [ ]	STAT	STAT
1500-1730	Tour of new [ ] facilities	[ ]	
	DINNER	STAT	
1900-1930	Presentation of the Agenda	Rodriguez	
1930-2030	OTR's planning system, its strengths & shortcomings, some ideas for a better planning system.	[ ]	STAT
		Presentation and Discussion leader	STAT
2045-2115	Ways of improving OTR'S planning system	[ ]	
		Discussion	
2115-	Identification of some potential developments in Agency management, functions, size and outlook which will affect the Office of Training	[ ]	STAT
		Discussion leader	

7 November 1974

STAT

0900-1000

Review of 1974 OTR objectives and discussion of potential objectives for 1975.

Discussion leader

1010-1040

After TAP what? Administrative centers and a telephone central--ways of implementing.

Discussion leader

1050-1200

Problems of administration and training support in support of the training mission. The state of the operating plant of OTR. Implementing instructional improvement activities. The role of instructional TV and film production by and in OTR. Correspondence for senior CIA office speakers.

Discussion leader

LUNCH

STAT

1315-1415

OTR'S personnel profile. Professional replacement and maintenance of professionalism.

Presentation and Discussion leader

1430-1500

The CT program. Options available in a changing Agency.

Presentation and Discussion leader

1500-1630

Review of OTR personnel planning, career planning, rotation planning, counseling, orientation of OTR employees. The succession planning and job inventory exercise.

Presentation and Discussion leader

7 November 1974

1630-1900 Recreation and Dinner

STAT

1900- Resource allocation in OTR.  
Relative priority of OTR  
activities.

Discussion  
leader

8 November 1974

STAT

0900-1030 Examination and redefinition  
of OTR missions and functions.

Discussion  
leader

STAT

1040-1200 Evaluation of OTR  
organization

Discussion  
leader

LUNCH

STAT

1315-1415 Evaluation of OTR  
organization

Rodriguez

1415- Summation